

Beverly A. H. Buscemi, Ph.D.

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David A. Goodell

Associate State Director

Operations

Kathi K. Lacy, Ph.D.

Associate State Director

Policy



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3440 Harden Street Ext (29203)
PO Box 4706, Columbia, South Carolina 29240

V/TTY: 803/898-9600

Toll Free: 888/DSN-INFO

Website: www.ddsn.sc.gov

Reference Number

133-02-DD

Title of Document:

Freedom of Information Requests

Date of Issue:

April 18, 1989

Effective Date:

April 18, 1989

Last Review Date:

June 15, 2010

(REVISED)

Date of Last Revision:

June 15, 2010

Applicability:

DDSN Central Office, DDSN District Offices and DDSN
Regional Centers

PURPOSE:

This directive establishes procedures for handling all requests for information under the Freedom of Information Act.

1. All requests should be made through the Director of Government and Community Relations. In accordance with the Freedom of Information Act, requests must be made in writing stating or listing the specific information being requested.
2. Requests will be dated when received to assure compliance with the 15-day provision of the Freedom of Information Act.
3. The Director of Government and Community Relations will notify and work with appropriate staff to compile the necessary information according to the request.
4. The response will then be prepared by the Director of Government and Community Relations and reviewed by General Counsel, the State Director or other staff as appropriate.
5. After all internal reviews, the response will be sent to the person making the request.

A handwritten signature in cursive script that reads "Lois Park Mole".

Lois Park Mole

Director-Government and Community Relations
(Originator)

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733

A handwritten signature in cursive script that reads "Beverly A. H. Buscemi".

Beverly A.H. Buscemi, Ph.D.

State Director
(Approved)

DISTRICT II

9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104